

Minutes and any other attachments

IGEMBE CENTRAL CONSTITUENCY

MINUTES OF THE CDFC MEETING HELD ON 14TH, SEPTEMBER, 2021

PRESENT.

| | |
|-----------------------------|--------------|
| 1. Mr. Andrew Ebuthania | Chairman |
| 2. Mr. Danson njogu | Fund manager |
| 3. Solomon Mwila | Member |
| 4. Joyce Kananu Musa | Member |
| 5. Joseph Mutharimi Gabriel | Secretary |
| 6. Joyce Kananu Maingi | Member |
| 7. Peter Kathambi Judy | Member |
| 8. Hellen Muthoni | Member |
| 9. Denis Karithi Meeme | Member |
| 10. Michael K. Kioni | DCC |

FUND ACCOUNT MAN.
NG-CDF IGEMBE CENTRAL
P. O. Box 300-60600
MAUA.

AGENDA

1. Prayers
2. Confirmation of previous minutes.
3. General Project report.
4. Proposal for 2021/2022 financial year.
5. A.O.B.

MIN 1/NG-CDFC/IGC/14/9: PRAYERS

The meeting started with a word of prayers by Andrew.

MIN 2/NG-CDFC/IGC/14/9: CONFIRMATION OF PREVIOUS MINUTES;

The previous minutes were read by the secretary, Joseph and confirmed by all members

MIN 3/NG-CDFC/IGC/14/9: GENERAL PROJECT REPORT

Andrew *Ebuthania*

The NG-CDFC chairman welcomed the members for the meeting and the secretary read the agendas for the meeting.

Every person was given an opportunity to give an account of the status of all projects in his/her area of jurisdiction.

There was a general consensus that there is a need to step up supervision of all projects to enhance accountability.

The fund account manager reminded the members that they have a responsibility to take charge of all projects to ensure there is quality workmanship.

The NG-CDF chairman reminded the members that NG-CDFC is under performance contract and it is the responsibility of every single person to ensure that there is excellent performance at their areas of jurisdiction.

MIN4/NG-CDFC/IGC/14/9: PROPOSAL FOR 2020/2021 FINANCIAL YEAR

The NG-CDFC chairman tabled all the projects one by one as derived from the list of priority projects at the ward level. All members were of the opinion that the list comply with what emanated from the wards and unanimously endorsed the projects to be forwarded to the NG-CDF as follows:-

| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|---|-----------------------------------|---|------------------|----------------|
| | ADMINISTRATION AND RECURRENT EXPENDITURE | | | - | |
| 1 | Employees' Salaries | 4-012-052-2110000-100-2021/22-001 | Payment of staff Salaries | 2,582,400.00 | New |
| 2 | Employees' Gratuity | 4-012-052-2110000-100-2021/22-002 | Payment of staff gratuity | 1,200,000.00 | New |
| 3 | N.H.I.F | 4-012-052-2110000-100-2021/22-003 | Payment of N.H.I.F deductions | 84,000.00 | New |
| 4 | N.S.S.F | 4-012-052-2120201-100-2021/22-004 | Payment of N.S.S.F deductions | 44,800.00 | New |
| 5 | Goods and Services | 4-012-052-2210000-100-2021/22-005 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, office tea and travel and subsistence | 2,431,269.00 | New |

Agnes *Amutham*

| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|--|-----------------------------------|---|---------------------|----------------|
| | | | allowances. | | |
| 6 | Committee Allowances | 4-012-052-2210802-100-2021/22-006 | Payment of committee sitting allowances | 1,882,864.00 | New |
| | Sub-Total | | | 8,225,333.00 | |
| | MONITORING,EVALUATION AND CAPACITY BUILDING | | | | |
| 7 | Committee Allowances | 4-012-052-2210802-111-2021/22-001 | Payment of committee monitoring and evaluation allowances. | 1,812,666.00 | New |
| 8 | Goods and Services | 4-012-052-2210000-111-2021/22-002 | Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and subsistence allowances | 800,000.00 | New |
| 9 | NG-CDFC/PMC Capacity Building. | 4-012-052-2210700-111-2021/22-003 | Undertake training of the PMCs/NG-CDFCs on NG-CDF related issues | 1,500,000.00 | New |
| | Sub-Total | | | 4,112,666.00 | |
| | EMEGENCY RESERVE | | | | |
| 10 | Emergency Reserve | 4-012-052-2640200-101-2021/22-001 | To cater for any unforeseen occurrences in the constituency during the financial year | 7,192,207.00 | New |
| | Sub-Total | | | 7,192,207.00 | |
| | BURSARY | | | | |
| 11 | Bursary Secondary Schools | 4-012-052-2640101-103-2021/22-001 | Payment of bursary to needy students in secondary schools | 19,000,000.00 | New |

Amari *Amari*

| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|--------------------------------|-----------------------------------|--|----------------------|----------------|
| 12 | Bursary Tertiary Institutions | 4-012-052-2640102-103-2021/22-002 | Payment of bursary to needy students in tertiary institutions | 17,000,000.00 | New |
| | Sub-Total | | | 36,000,000.00 | |
| | SPORTS | | | | |
| 13 | Igembe Central Sports Programs | 4-012-052-2640509-112-2021/22-001 | Carry out constituency sports tournament (ksh.1, 741,778.00) and the winning teams/schools to be awarded with trophies, balls and games kits (ksh.1, 000,000). | 2,741,778.00 | New |
| | Sub-Total | | | 2,741,778.00 | |
| | ENVIRONMENT | | | | |
| 14 | Njia Primary School | 4-012-052-2640510-110-2021/22-001 | Purchase, delivery, Planting and one month sustaining of six hundred certified tree seedlings. | 100,000.00 | New |
| 15 | Ntuti Primary School | 4-012-052-2640510-110-2021/22-002 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 16 | Rikiau Primary School | 4-012-052-2640510-110-2021/22-003 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 17 | Kiani kiraja Primary School | 4-012-052-2640510-110-2021/22-004 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 100,000.00 | New |

Kipkem, J. Mutiso

| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|-------------------------------|-----------------------------------|---|------------------|----------------|
| 18 | Laikumukumu Primary School | 4-012-052-2640510-110-2021/22-005 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 100,000.00 | New |
| 19 | Kangeta Primary School | 4-012-052-2640510-110-2021/22-006 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 100,000.00 | New |
| 20 | Kaumone Primary School | 4-012-052-2640510-110-2021/22-007 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 21 | Thuuru Primary School | 4-012-052-2640510-110-2021/22-008 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 22 | Ntuui Primary School | 4-012-052-2640510-110-2021/22-009 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 23 | Kaongo Ka mauu Primary School | 4-012-052-2640510-110-2021/22-010 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 24 | Limoro Primary School | 4-012-052-2640510-110-2021/22-011 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 25 | Thumbereria Primary School | 4-012-052-2640510-110-2021/22-012 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |

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| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|--------------------------------|-----------------------------------|---|------------------|----------------|
| 26 | Kiani kia nanga Primary School | 4-012-052-2640510-110-2021/22-013 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 27 | Limbuku Primary School | 4-012-052-2640510-110-2021/22-014 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 28 | Mwerene Primary School | 4-012-052-2640510-110-2021/22-015 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 29 | Muringene Primary School | 4-012-052-2640510-110-2021/22-016 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 30 | Karama antuamuo Primary School | 4-012-052-2640510-110-2021/22-017 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 31 | Kanathu Primary School | 4-012-052-2640510-110-2021/22-018 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 93,556.00 | New |
| 32 | Kalulu Primary School | 4-012-052-2640510-110-2021/22-019 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |

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| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|---------------------------|-----------------------------------|---|------------------|----------------|
| 33 | Thimbili Primary School | 4-012-052-2640510-110-2021/22-020 | Purchase, delivery, Planting and one month sustaining Of five hundred Certified Tree Seedlings. | 90,000.00 | New |
| 34 | Kalankware Primary School | 4-012-052-2640510-110-2021/22-021 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 100,000.00 | New |
| 35 | Kamiruru Primary School | 4-012-052-2640510-110-2021/22-022 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 100,000.00 | New |
| 36 | Murera Primary School | 4-012-052-2640510-110-2021/22-023 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 100,000.00 | New |
| 37 | Nthambiro Primary School | 4-012-052-2640510-110-2021/22-024 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 100,000.00 | New |
| 38 | Mwomwere Primary School | 4-012-052-2640510-110-2021/22-025 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 100,000.00 | New |
| 39 | Mpinda Primary School | 4-012-052-2640510-110-2021/22-026 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 100,000.00 | New |

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| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|--------------------------------|-----------------------------------|--|---------------------|----------------|
| 40 | Kalui Primary School | 4-012-052-2640510-110-2021/22-027 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 100,000.00 | New |
| 41 | Nthare Primary School | 4-012-052-2640510-110-2021/22-028 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 100,000.00 | New |
| 42 | Miori Primary School | 4-012-052-2640510-110-2021/22-029 | Purchase, delivery, Planting and one month sustaining Of six hundred Certified Tree Seedlings. | 98,222.00 | New |
| | Sub-Total | | | 2,741,778.00 | |
| | Primary Schools Project | | | | |
| 43 | Churui Primary School | 4-012-052-2630204-104-2021/22-001 | Construction of a classroom to completion | 1,100,000.00 | New |
| 44 | Kaongo Ka Mauu Primary School | 4-012-052-2630204-104-2021/22-002 | Renovation of 2 classrooms to completion :Roof repairs, floor, walls repair, painting, fixing of doors and windows | 1,200,000.00 | New |
| 45 | Thumbereria Primary School | 4-012-052-2630204-104-2021/22-003 | construction of a classroom to completion | 1,100,000.00 | New |
| 46 | Ntuu Primary School | 4-012-052-2630204-104-2021/22-004 | construction of a classrooms to completion | 1,100,000.00 | New |
| 47 | Kithare Primary School | 4-012-052-2630204-104-2021/22-005 | Renovation of 4 classrooms to completion: Roof repairs, floor, walls repair, painting, fixing of doors and windows | 2,400,000.00 | New |

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| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|-------------------------------------|-----------------------------------|--|------------------|----------------|
| 48 | Njia Primary School | 4-012-052-2630204-104-2021/22-006 | Renovation of 3 classrooms to completion: Roof repairs, floor, walls repair, painting, fixing of doors and windows | 1,749,927.00 | New |
| 49 | Ntuti Primary School | 4-012-052-2630204-104-2021/22-007 | construction of a classroom to completion | 1,100,000.00 | New |
| 50 | Kieiya Primary School | 4-012-052-2630204-104-2021/22-008 | construction of 2 classrooms to completion | 2,200,000.00 | New |
| 51 | Kangeta Primary School | 4-012-052-2630204-104-2021/22-009 | Renovation of 4 classrooms to completion : Roof repairs, floor, walls repair, painting, doors and windows | 2,400,000.00 | New |
| 52 | Nkinyang'a Primary School | 4-012-052-2630204-104-2021/22-010 | construction of a classroom to completion | 1,100,000.00 | New |
| 53 | Kieni kia Nanga Primary School | 4-012-052-2630204-104-2021/22-011 | Completion of an administration block of 60 staff capacity: Plumbing, Floor, ceiling, keying, painting and electricity supply. | 1,200,000.00 | Ongoing |
| 54 | Nkoe Primary School | 4-012-052-2630204-104-2021/22-012 | construction of a classroom to completion | 1,100,000.00 | New |
| 55 | Kalimbala Primary School | 4-012-052-2630204-104-2021/22-013 | construction of a classroom to completion | 1,100,000.00 | New |
| 56 | AIPCA Nyumba Ya Itui Primary School | 4-012-052-2630204-104-2021/22-014 | construction of a classroom to completion | 1,100,000.00 | New |
| 57 | Karama antuamuo Primary School | 4-012-052-2630204-104-2021/22-015 | Construction of 2 door pit staff toilets and one door toilet for people living with disability to completion. | 500,000.00 | New |
| 58 | Thimbili Primary School | 4-012-052-2630204-104-2021/22-016 | Renovation of 2 classrooms to completion: Roof | 1,200,000.00 | New |

Approved: [Signature]

| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|-------------------------------|-----------------------------------|--|----------------------|----------------|
| | | | repairs, floor, walls repair, painting, fixing of doors and windows | | |
| 59 | Kamiruru Primary School | 4-012-052-2630204-104-2021/22-017 | Renovation of 2 classrooms to completion: Roof repairs, floor, walls repair, painting, fixing of doors and windows | 1,200,000.00 | New |
| 60 | Kawiru Primary School | 4-012-052-2630204-104-2021/22-018 | construction of a classroom to completion | 1,100,000.00 | New |
| 61 | Kalulu Primary School | 4-012-052-2630204-104-2021/22-019 | construction of a classroom to completion | 1,100,000.00 | New |
| | Sub-Total | | | 25,049,927.00 | |
| | Secondary Schools | | | | |
| 62 | Mukululu Day Secondary School | 4-012-052-2630205-104-2021/22-001 | Completion of 50 student's capacity laboratory: finishes (plastering, fixing of doors and windows, ceiling, floor, and painting) at ksh.1, 650,000, Mechanical works (gas works and plumbing) at ksh.920, 000, electrical works at ksh.210, 000, 8 benches and concrete work tops and 50 stools at ksh.420, 000. | 3,200,000.00 | Ongoing |

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| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|-------------------------------|-----------------------------------|--|------------------|----------------|
| 63 | Kathelwa Day Secondary School | 4-012-052-2630205-104-2021/22-002 | Completion of a multipurpose hall with a capacity 1000 students: External paving & ramps, painting, electrical supply & installation and elevated PVC water tank, 10,000 litres capacity, costing ksh.120, 000 | 1,718,335.00 | Ongoing |
| 64 | Kawiru Day Secondary School | 4-012-052-2630205-104-2021/22-003 | Completion of an administration block, with 70 staff capacity: External paving, pelmet boxes (Kshs.624,490) and installation of elevated water tank of 10,000 capacity, costing ksh.120, 000 | 744,490.00 | Ongoing |
| 65 | Matiandui Secondary School | 4-012-052-2630205-104-2021/22-004 | Completion of an administration block with 65 staff capacity: floor tiles, lazing plastering, painting, electricity supply, bio digester(Kshs.1,485,495) and installation of elevated water tank, 10,000 litres capacity, ksh.120, 000 | 1,605,495.00 | Ongoing |

Sharon *Jonathan*

| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|------------------------------|-----------------------------------|--|------------------|----------------|
| 66 | Kaurine Day Secondary School | 4-012-052-2630205-104-2021/22-005 | Completion of a multipurpose hall with 1,500 student's capacity: Roof works, fixing of doors and windows, painting, electrical supply & installation, mechanical works, bio digester(Kshs.8,749,900 and elevated water tank of 10,000 litres capacity at ksh.120,000 | 8,869,900.00 | Ongoing |
| 67 | Nthare Secondary School | 4-012-052-2630205-104-2021/22-006 | Completion of a dormitory of 300 student's capacity. Roof works, floor, plastering, doors, windows, painting, electrical supply & installation, bio digester (kshs.6,080,000) and installation of elevated water tank of 10,000 litres capacity at ksh.120,000 | 6,200,000.00 | Ongoing |
| 68 | Ntuene Secondary School | 4-012-052-2630205-104-2021/22-007 | Completion of a dormitory with 300 student's capacity: Roof works, floor, plastering, fixing of doors and windows, painting, electrical supply & installation, bio digester (kshs.6,080,000) and installation of elevated water tank of 10,000 litres capacity at ksh.120, | 6,200,000.00 | Ongoing |

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| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|---|-----------------------------------|---|----------------------|----------------|
| | | | 000 | | |
| | Sub-Total | | | 28,538,220.00 | |
| | Kenya Medical Training College | | | | |
| 69 | Kenya Medical Training College-Igembe Central | 4-012-052-2630207-105-2021/22-001 | Completion of one storey tuition block with six lecture halls; superstructure frame, superstructure walling, fixing of windows and doors, roofing, fencing of 1 acre land with (concrete poles, barbed wires and chain links, Vehicular gate and pedestrian gate) , electrical works, bio digester and civil works. | 20,736,620.00 | Ongoing |
| | Sub-Total | | | 20,736,620.00 | |
| | Security Projects | | | | |
| 70 | Machungulu Chief's Office | 4-012-052-2640507-113-2021/22-001 | Construction of 2 door pit staff toilets and one door toilet for people living with disability to completion. | 500,000.00 | New |
| 71 | Kathelwa Assistant Chief's Office | 4-012-052-2640507-113-2021/22-002 | Completion of 3 three roomed assistant chief's office.; Floor slab, fixing of doors & windows and painting. | 501,170.00 | Ongoing |

Handwritten signatures: *Hariri*, *Intilano*

| S/NO | Project Name | Project Code | Project Activity | Amount Allocated | Current Status |
|------|---------------------------------|-----------------------------------|---|--------------------|----------------|
| 72 | Kawiru Assistant Chief's Office | 4-012-052-2640507-113-2021/22-003 | Completion of 2 rooms of an assistant chief's office; walling, roofing, plastering & painting) at ksh.400,000 and construction 2 door pit latrines and urinal to completion at ksh.300,000 and purchase and delivery of 3,000 litres capacity water tank at Kshs.30,000 and construction of a masonry base at ksh.19,180. | 749,180.00 | Ongoing |
| | | | | 1,750,350.00 | |
| | Grand Total | | | 137,088,879 | |

MIN5/NG-CDFC/IGC/14/9:A.O.B:

N.B. During the compilation of on-going projects for the financial 2021/2022, Kiani kia Nanga primary school with an activity of completion of an administration block with a total cost of ksh.1, 200,000 was erroneously captured as Kiani kia Nanga day secondary school, with an activity of construction of a laboratory in the on-going report forwarded to the board.

The committee authorized this error to be corrected in the on-going projects report and in the project proposal to be forwarded to the board as **Kiani kia Nanga primary school**, with an activity of completion of an administration block with a total cost of ksh.1, 200,000 instead of Kiani kia Nanga day secondary school with an activity of construction of a laboratory.

Also, the total cost for **Kenya medical training college, Igembe central** was understated during the preparation for the on-going projects for 2021/2022 as ksh.25, 670,320 which was done with haste without consulting the architectural drawings in order to meet the deadline set by the board to forward the report.

Shauri *Shauri*

The actual project cost derived from the architectural drawings by the county quantity surveyor in charge of the project is ksh.29, 736,620.00 and this cost has been the basis during the tendering process which is almost complete.

The committee directed the fund manager to correct the changes in the on-going project report for 2021/2022 and in the proposal and forward to the board.

The fund account manager also informed members that he will send the soft copy of the filled tender document from the engineer to the NG-CDF board for verification.

Meanwhile NG CDFC authorized withdrawal of ksh.150, 000 to cater for NG-CDFC allowances, NG-CDFC executive allowances and office expenses.

Minutes confirmed without amendments.

Chairman Andrew EBUITHANA SIGN [Signature] DATE 15/9/2021

Secretary Joseph MUTHARIMI SIGN [Signature] DATE 15/9/2021

FUND ACCOUNT MANA
NG-CDF IGEMBE CENT.
P. O. Box 300-60600
MAUA.